

*By law, no member of the Law Library staff may give any patron legal advice.*  
Accordingly, staff may not interpret legal materials for patrons, advise them as to how the law might apply to their particular situation, or assist them in preparing and filling out legal forms of any kind. Staff can provide patrons legal assistance by directing them to topical print materials, sections, and subject headings that might be helpful in answering a particular question.

## **PROCEDURES FOR NAME CHANGE OF AN ADULT**

This form packet contains these documents:

1. Name Change Checklist
2. Original Petition for Change of Name of Adult
3. Verification
4. Order Granting Name Change
5. Sample Prove Up

### **Steps to Follow:**

- 1. Prepare the [Original Petition for Change of Name](#)**, keeping the basic format shown. You may use this form as a “fill in the blank” if it fits your set of circumstances. Otherwise, you should re-type or re-write the Petition, including the information that applies to your personal set of circumstances; leave out that which does not.
- 2. Sign the [Verification](#)** form in front of a Notary Public.
- 3. Make two additional copies of the prepared Petition and Verification forms.**
- 4. File all three copies of the Original Petition and the Verification** in the District Clerk’s office on the first floor of the courthouse at 2100 Bloomdale Road in McKinney. You will be required to pay a filing fee to the Clerk at this time.
- 5. You will be required to get fingerprints taken and sent to the Texas Department of Public Safety (DPS) for a background check.** Information on how to do this is attached. After the fingerprint cards have been sent to DPS, wait 6 weeks, and then call the District Clerk’s office to see if the cards are in the file. If so, make an appointment for a hearing with the judge.
- 6. Prepare the [Order Granting Name Change](#)** prior to the hearing.
- 7. At the hearing**, you will state the facts of your petition as shown on the Sample Prove Up sheet. The judge will not help or ask questions. Give the Order Granting Name Change to the judge to sign after he hears the Prove Up.

## **Name Change Checklist**

Some places to contact after you have changed your name:

- 1. Social Security**
- 2. Motor-vehicle agency**
- 3. Passport agency**
- 4. Financial services, including banks, credit cards, retirement plans, and insurance companies**
- 5. Utilities and phone company**
- 6. Medical services, including doctor, dentist, and health plan**
- 7. Voter registration**
- 8. Employer**
- 9. Estate lawyer, for will and other estate planning documents**
- 10. Schools and alumni groups**
- 11. Airlines and frequent-flier miles**
- 12. Family and friends**



TEXAS DEPARTMENT OF PUBLIC SAFETY  
CRIME RECORDS SERVICE  
Access & Dissemination Bureau



**SUBMISSION OF FINGERPRINT CARDS TO DPS/FBI FOR LEGAL NAME CHANGE**

The Texas Family Code, Section 45.102, requires that each petition include a legible and complete set of the petitioner's fingerprints on a fingerprint card format acceptable to the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).

**WHERE TO GET FINGERPRINTS TAKEN:** The petitioner may call 1-888-467-2080 to schedule an appointment to be fingerprinted at a "Print and Go" FAST location or access the website at [www.identogo.com](http://www.identogo.com) and select **Option B – Fingerprint Cards**. Fingerprints cannot be transmitted to DPS electronically. The fee for this fingerprinting service is \$9.95. Petitioner must submit fingerprint cards and all required information to DPS by mail.

**FEES:** Under the authority of Chapter 411.088, Texas Government Code, DPS charges a \$15.00 fee and the FBI a \$14.75 fee for processing State and Federal background checks. A cashier's check, certified check, personal check or money order made payable to Texas DPS in the amount of \$29.75 must be attached to the fingerprint card(s).

**INFORMATION ON THE CARD:** All cards submitted to DPS by mail must include a complete set of legible fingerprints and the following information about the petitioner and court being petitioned:

- |   |  |
|---|--|
| - Full Printed Legal Name   | - Sex                                      |
| - Race  | - Date of Birth                            |
| - Signature (Must match Legal Name)                                     | - Social Security Number                   |
| - Petitioner's Mailing Address  | - Cause/Case Number (in the OCA field)     |
| - District Court Name/Number and City (in the ORI field)                | - Driver License Number (in the MNU field) |
| - District Court Originating Agency Number (in the ORI field)           |  |
| - Reason Fingerprinted (Legal Name Change - Family Code Section 45.001) |  |

**\*A copy of the petition MUST be attached to the fingerprint card(s).**

**WHERE TO SEND COMPLETED CARD:** Mail completed fingerprint card(s) and payment to:  
Texas Department of Public Safety  
Central Cash Receiving  
P. O. Box 15999  
Austin, Texas 78761-5999

**WHERE RESPONSES WILL BE SENT:** Responses, other than rejects, will be sent from DPS directly to the court.

**QUESTIONS:** For questions, call the Criminal History Inquiry Unit at (512) 424-5079, Option 3.

Extreme care should be taken in following the directions above to alleviate any delay in processing the request.

*\*\*\*These forms are not a substitute for legal advice.\*\*\**

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NO. \_\_\_\_\_

IN THE MATTER OF THE	§	IN THE DISTRICT COURT
	§	
CHANGE OF NAME OF	§	_____ JUDICIAL
	§	DISTRICT
	§	
_____	§	COLLIN COUNTY, TEXAS

**ORIGINAL PETITION FOR CHANGE OF NAME OF ADULT**

**1. *Discovery***

Discovery in this case is intended to be conducted under ☐ level 2 (*or*)  
☐ level 3 (*select one*) of Rule 190 of the Texas Rules of Civil Procedure.

**2. *Parties***

This suit is brought by \_\_\_\_\_ (*name of*  
*Petitioner*), Petitioner, who resides at \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_ (*city*) \_\_\_\_\_ (*county*) County,

Texas. Petitioner is an adult. In accordance with section 45.102 of the Texas  
Family Code, the following information is supplied about Petitioner:

Full true name: \_\_\_\_\_

Sex: ☐ Male (*or*) ☐ Female (*select one*)

Race: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_ (date)  
\_\_\_\_\_ (place of birth)

Driver's license number and state of issuance of any license issued within the past ten years:

☐ None (select if you have not had a driver's license issued within the last 10 years)

DL# XXXXX\_\_\_\_ (driver's license number)

State \_\_\_\_\_ (issuing state)

DL# XXXXX\_\_\_\_ (driver's license number)

State \_\_\_\_\_ (issuing state)

Social Security number: XXX-XX-X\_\_\_\_

FBI or SID number, if known, or other reference number to a criminal-history record system:

☐ None (select if you have not ever had an FBI, SID or other identifying number in the criminal records system).

Petitioner's FBI number is \_\_\_\_\_. Petitioner's SID

number is \_\_\_\_\_. Petitioner's

\_\_\_\_\_ (any other criminal record ID number)

number is \_\_\_\_\_.

### 3. *Criminal History*

☐ None. No offense has been charged against Petitioner above the grade of class C misdemeanor. (*or*)

☐ The following offense[s] [has/have] been charged against Petitioner above the grade of class C misdemeanor: (*select one*)

Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

☐ Petitioner has not been the subject of a final felony conviction. (*or*)

☐ Petitioner has been the subject of a final felony conviction. (*select one*)

Petitioner has been convicted of the following felony offense(s):

Felony Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

Petitioner:

☐ was discharged from prison

☐ completed community supervision

☐ completed juvenile probation (*or*)

☐ was pardoned (*select one*)

for this felony on \_\_\_\_\_. (date) Attached as Exhibit \_\_\_\_\_ is a true and correct copy of the:

- ☐ certificate of discharge
- ☐ certificate of completion of community supervision
- ☐ certificate of completion of juvenile probation (or)
- ☐ pardon. (select one)

Petitioner is/is not (select one) subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure. Attached as Exhibit \_\_\_\_\_ is a copy of the notice sent to local law enforcement notifying them of Petitioner's request for a name change.

*(Select any of the following that apply to the fingerprint card by placing a check mark and filling in the required information)*

#### **4. Fingerprints**

- ☐ Attached as Exhibit \_\_\_\_\_ is a legible and complete set of Petitioner's fingerprints on a fingerprint card format acceptable to the Texas Department of Public Safety and the Federal Bureau of Investigation.
- ☐ Petitioner will submit a legible and complete set of Petitioner's fingerprints on a fingerprint card format acceptable to the Texas Department of Public Safety and the Federal Bureau of Investigation prior to appearing before the court.



## 5. *Relief*

Petitioner requests the Court to grant a change of Petitioner's current legal name to \_\_\_\_\_. (requested name)

The reason for the requested change is: (*state reason*)

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## 6. *Prayer*

Petitioner prays that the Court grant Petitioner's Petition for Change of Name of Adult.

Petitioner prays for general relief.

Respectfully submitted,

\_\_\_\_\_  
Petitioner, Pro Se (*Signature*)

\_\_\_\_\_  
[Typed or printed name]

\_\_\_\_\_  
[Address & telephone no.]

\_\_\_\_\_  
[Email address]

## VERIFICATION

THE STATE OF TEXAS                      §  
   §  
COUNTY OF \_\_\_\_\_ §

I, \_\_\_\_\_, Petitioner, swear under oath that the facts stated in the above Original Petition for Change of Name of Adult are true and correct.

\_\_\_\_\_  
Petitioner

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

NO. \_\_\_\_\_

IN THE MATTER OF THE	§	IN THE DISTRICT COURT
	§	
CHANGE OF NAME OF	§	_____ JUDICIAL DISTRICT
	§	
_____	§	
	§	COLLIN COUNTY, TEXAS

**ORDER GRANTING CHANGE OF NAME OF ADULT**

On \_\_\_\_\_, (*date*) the Court heard the Petition  
for Change of Name of Adult of \_\_\_\_\_, (*name of*  
*Petitioner*) Petitioner.

Petitioner appeared in person and announced ready.

The Court finds that it has jurisdiction of the case and \_\_\_\_\_  
\_\_\_\_\_, (*name of Petitioner*) Petitioner.

The record of testimony was duly reported by the court reporter for this  
court.

The Court finds:

1. Petitioner is an adult.
2. Petitioner's full true name is \_\_\_\_\_.
3. Petitioner's sex is Male/Female. (*select one*)
4. Petitioner's race is \_\_\_\_\_.

5. Petitioner was born on \_\_\_\_\_ (date) in \_\_\_\_\_,  
\_\_\_\_\_,  
County, \_\_\_\_\_.

6. (Select any of the following that apply by placing a check mark)

☐ Petitioner's driver's license number and state of any license issued within the past ten years is:

DL# XXXXX\_\_\_\_\_(driver's license number)

State \_\_\_\_\_(issuing state)

DL# XXXXX\_\_\_\_\_(driver's license number)

State \_\_\_\_\_(issuing state) (or)

☐ Petitioner has not been issued a driver's license in the last ten years.

7. Petitioner's Social Security number is: XXX-XX-X\_\_\_\_.

8. (Select any of the following that apply by placing a check mark)

☐ Petitioner's FBI number is \_\_\_\_\_.

☐ Petitioner's SID number is \_\_\_\_\_.

☐ Petitioner's \_\_\_\_\_ (any other criminal record ID number) number is \_\_\_\_\_.

☐ Petitioner has no FBI, SID, or other criminal record identification number.

9. *(Select any of the following that apply by placing a check mark)*

☐ No offense has been charged against Petitioner above the grade of class C misdemeanor. *(or)*

☐ The following offense[s] [has/have] been charged against Petitioner above the grade of class C misdemeanor. The case number and the court of offense for [the/each] offense for which a warrant was issued or a charging instrument was filed or presented are as follows:

Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

10. *(Select any of the following that apply by placing a check mark)*

☐ Petitioner has not been finally convicted of a felony and is not subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure.  
*(or)*

☐ Petitioner has been finally convicted of a felony, and the requirements of section 45.103(b) of the Texas Family Code have been met, thus allowing a change of name.

11. *(Select any of the following that apply by placing a check mark)*

☐ Petitioner is subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure, and the requirements of section 45.103(c) of the Texas Family Code have been met, thus allowing a change of name. *(or)*

☐ Petitioner is not subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure.

12. Petitioner's change of name is in the interest or to the benefit of Petitioner and is in the interest of the public.

IT IS ORDERED that Petitioner's name is changed from \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_.

IT IS ORDERED that all relief requested in this case and not expressly granted is denied.

SIGNED on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE PRESIDING

## ADULT NAME CHANGE PROVE-UP

1. Good morning, Your Honor.
2. My name is \_\_\_\_\_, (*present name*) and I am here to prove-up my requested name change.
3. I am an adult. My race is \_\_\_\_\_. I am a [male/female.] (*select one*)
4. I was born on \_\_\_\_\_ in \_\_\_\_\_, (*county*) \_\_\_\_\_. (*state*)
5. My full legal name is \_\_\_\_\_ and I live at \_\_\_\_\_.  
(*address*)
6. My Driver's License number ends in \_\_\_\_ \_\_\_\_ \_\_\_\_ and is from \_\_\_\_\_ State.
7. My Social Security number ends in \_\_\_\_ \_\_\_\_ \_\_\_\_.
8. I request that my name be changed to \_\_\_\_\_.  
\_\_\_\_\_. (*requested full name*)
9. The reason for this requested name change is: (*state reason*)  
\_\_\_\_\_  
\_\_\_\_\_.
10. **FELONY CONVICTION**  
☐ I have not been finally convicted of a felony OR  
☐ I have been finally convicted of a felony, and as Petitioner's Exhibit # \_\_\_\_\_ (*number*), I offer \_\_\_\_\_ (*Petitioner's*

*Certificate of Discharge by the Texas Department of Criminal Justice, proof of completion of community supervision or proof of pardon)*

11. **REGISTRATION REQUIREMENTS**

☐ I am not subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure OR

☐ I am subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure and as Petitioner's Exhibit #\_\_\_\_\_ (number), I offer \_\_\_\_\_ (proof of notification to local law enforcement authority of the proposed name change)

12. I am not requesting this name change for the purpose of falsifying records, to avoid any debts, or for any other wrongful, fraudulent, or capricious act.

13. My requested change of name is in the interest or to the benefit of Petitioner and is in the interest of the public.

14. I ask the Court to grant me a name change from \_\_\_\_\_ (present full name) to \_\_\_\_\_ (requested full name)

15. Thank you. That's all I have Your Honor.

*Give the judge your prepared order granting change of name*